

ODP # 8/-074

16 JAN 1987

MEMORANDUM FOR: Acting Deputy Director for Administration
THROUGH: Director of Data Processing /s/ BTJ
SUBJECT: Creation of a Systems Group in the Office of Finance

Bill:

1. The growth of computer systems requirements for the Office of Finance has now reached a stage where resources available to service our needs perform only a percentage of presently identified maintenance and new applications. Every new requirement now forces a decision on prioritization and a subsequent delay or deletion of some requirement. In short we are not keeping pace with all validated requirements, and we are meeting some mandatory requirements at the cost of other kinds of requirements which we believe are just as necessary to insure the continuing efficiency and effectiveness of our financial management systems into the future.

2. What we need is a group of 40 positions in the Office of Finance made up of 20 MF positions which can provide finance expertise to systems design and management and 20 MZ positions which can provide data processing expertise to systems design and management. At present we have 16 such MF positions and 1 MZ position. Office of Data Processing provides us with about 11 man years of additional MZ manpower. I am proposing that 23 positions be added to the Office of Finance to give us the 20-20 combination we believe is needed. I would hope that this could be done without taking any positions away from ODP as I am sure they could use their present positions for other Agency requirements and for continued support to us on matters which are multi-functional or beyond planned capabilities. In any case this recommendation would provide an enlarged and dedicated work force to provide the financial services the Agency needs and management expects. I also believe that in the long view this move will be cost effective by leading to future gains in accuracy, timeliness, flexibility and security of our financial systems at minimal manpower costs. If we do not do something, we are bound to have growing dissatisfaction with our abilities to keep up with requirements.

3. In support of this request, I am attaching brief descriptions of requirements which we currently have, with estimates of analytical and programming times where available. The need is current and I am therefore seeking your advice as to how best to move this proposal toward implementation if you approve of it. I expect to raise this as a requirement in the formulation of the FY 1983 budget, but I would hope we could get approval to begin recruiting hard to get data specialists as early as FY 1981. If not, outlook for any real improvement in the situation over the next three fiscal years is bleak. Bruce and I need to work out arrangements for the interface between OF and ODP on these matters and are discussing them now. Be happy to discuss this further with you.

(signed) Edward L. Sherman

Edward L. Sherman

Atts

A. Finance Work Orders Submitted to ODP

Compensation Division

<u>Description</u>	<u>Work Hours</u>
1. FY 81 Support to CIARDS Actuary sys for Treasury Department	300
2. New PGM to produce data for actuarv/in hold status	120
3. Expand master file bank account number/in hold status	80
4. Convert M&P dictionary files to COMVAD	250
5. Changes in specs for 1980 W-2 documents	300
6. New SOC code '7' in Payroll master	40
25X1 7. Premium Pay 	1,280
8. Salary tape label fomate change for Treasury	32
9. Convert to SFN in the Biweek Payroll system	2,030
10. Part-time and intermittent employees	100
11. Full-time equivalent (FTE) bi-week	100
12. Audit requirements for Agency Payroll system	
13. Addition of data elements on rosters	60
14. Expansion of MST file for 2 digit step field	
15. Add 'On Error' checking to biweek pgms	390
16. Develop alt method T&A input/no resource available	
17. NOCPAY data for PERINSUR	
18. Expansion of bank account number (CIARDS)	104
19. Ad hoc reorts for Agent Payroll system	
20. Full-time equivalent (FTE) NOCPAY	150
21. CIARDS Payroll system assist PERINSUR with data base	26

22. New CIARDS Payroll System - Development
23. Use CIARDS WAEPA field for another deduction
24. Prep 'Notice of Monthly Annuity Ck Adj' - CIARDS

Audit & Certification

1. Modify the VO/FYEND procedure for deleting data
2. Allow 9 digits for Zip codes
3. Allow check refunds against w/o contracts
4. Develop proc to purge the CONIF GAS file
5. Modify audit/add procedure to retain old data if new rejects

Accounts Division

1. Error messages dealing with 'Bucket' 136
2. Update allot Master with Appropriation Symbol and Tenure of Funds 136
3. Prog. mod. for TC (transaction code) matrix and IV phase Data entry system 96
4. Chg recon prog - include 1st day of month activity
5. Convert GAS barf reporting to GAS RAMIS 456
6. GAS documentation 148
7. Apply security classification to all reports 216
8. Correct Fiscal Year in the voucher number for PP 10 20
9. Automate input from Class B and C Stations 40
10. GASDAY 09 error report problem 30
11. Decentralize the input of obligations
12. New FRS Menu to query office data by SOC
13. Modify FRS Menu for new SOC options

B. Summary of ODP Maintenance Work Orders

<u>Component</u>	<u>Work Hours</u>
Compensation	3730
Accounts	1030

C. Policy and Planning

Small Systems

<u>Component</u>	<u>Project</u>
Audit & Certification	Certification and authorization tracking system Travel vouchers [REDACTED]
	Word Processing survey
Career Mgmt	Personnel records
Monetary	Monetary model Word Processing survey
Compensation	New CIARDS Computer Assisted Instruction New Payroll Domestic ETAR Word Processing survey
AD/Liaison	Blue Chips Military detailee pay [REDACTED] personnel file GSA work orders 2504 Deposit accts FEDSTRIP/MILSTRIP [REDACTED]
	Word Processing survey
AD/Policy and Planning	LIMS Document retrieval easy access method Information Systems for Financial Managers 1981 Field Accounting and Budgeting (Former Class A) Maintenance
B&F's	On-line advance account query Commo travel order [REDACTED] portfolio
Accounts	Bank account reconciliation Word Processing survey

D. Major Systems Work - No work order to ODP

Compensation Division

1. Automate rehired annuitants
2. Independent contractors on AOB
3. Domestic ETAR
4. 5/4-9 Accommodate Compressed Time T&A's

25X1

7. Percentage of Government contribution for part-time employees health benefits
8. Report format on Counter Checks
9. Security file number update
10. Automate contract master file data from PERSIGN
11. Additional compensation for personnel overseas
12. Revised FEGLI rates and entitlements
13. Accomodate PSAS
14. Audit Staff - Master file data
15. Postal Zip to 9 digits
16. New Payroll System

25X1

18. Three digit line code for NOCPAY

25X1

20. Merit Pay
21. Alias cover
22. Leave records for NOCPAY

- 23. Retirement records for NOCPAY
- 24. Not to exceed amount for independent contractors
- 25. Coordinated devised facility system
- 26. Print W-2's on official cover personnel
- 27. Bank address system coordinated with the counter check procedure
- 28. Master changes for Hospitalization, Life Insurance, Pay Raises, etc. Computation System
- 29. Quarterly breakdown for NOC's produced by system and quarterly overpayments



25X1

- 31. Adaptation to allow information to be received from PERSIGN System
- 32. Earnings Statement - To include leave balances and to provide more detailed information.
- 33. Future Legal Requirements for all Payrolls

Audit and Certification Division

1. Print vouchers and schedules in Key Building
2. Modify IN/ADD, IN/EXP procedures to accept TC 126
3. Display "PAYEE" after contract number is input
4. On IN/ADD, breakout CN/AVOPT into Cost, Fee, Freight.
5. Generate IN/PAYCAT from CN/TYPYMT and CN/CL/ASSN

Accounts Division

1. Future legal requirements
2. FAB interface
3. Class B interface
4. New Payroll interface
5. NOC Pay interface - three digit line code
6. Commitments
7. Decentralize expenditures

	<u>Present</u>		<u>Proposed</u>	
	<u>OF Positions</u>	<u>ODP Work</u>	<u>MF Pos</u>	<u>MZ Pos</u>
<u>Compensation</u>				
Maintenance	3	5.1	3	7
New Programs	-	-	4	2
<u>Audit & Certification</u>				
CONIF/POPS	2	.1	2	2
LIMS	1	-	1	-
Field Accounting	1	.7	1	2
<u>Accounting</u>				
GAS	4	3.0	4	2
FRS	1	.5	1	1
<u>Small Systems</u>				
	3	1.2	3	2
<u>Systems Management</u>	2*	-	1	2
	<u>17</u>	<u>10.6</u>	<u>20</u>	<u>20</u>
	27.6		40	

*One position staffed by MZ Careerist

OF

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Edward L. Sherman
Director of Finance
1212 Key Building

EXTENSION

NO.

DATE

14 January 1981

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/ODP
2D00 HQS.

23 Jan

C/L

2.

3.

A/DDA
7D24 HQS.

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Bill:

Ed Sherman has discussed the matter of insufficient resources to handle OF computer system requirements with Bruce and myself. There is agreement among us that we are underinvested. The question of how we would organize our people, given that the additional resources could be made available, has been left open. Bruce and Ed felt that this matter could be addressed after the resource problem had been solved. This memo suggests one such solution.

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FORM
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USE PREVIOUS
EDITIONS

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